

**Meeting Report**  
**SSGIC (Southern Sierra Geographic Information Cooperative) Meeting**  
**January 19, 2000**

**Held at CDF Tulare Ranger Unit, Visalia, CA**  
**Meeting Coordinator – Pat Lineback**

**Meeting Participants:**

Aaron Gelobter, Bill Trowbridge, David Drum, Dorothy Albright, Ed Wehking, Heidi Hosler, Jeff Manley, Karen Folger, Lew Jump, Maria Soto, Marybeth Keifer, Pat Lineback, Robin Marose, Tony Caprio, Frank Spandler, Larry Vredenburg

**Meeting Purpose/Agenda:**

- I. Review of Actions and Assignments from 12/9/99 Meeting -(Lineback)
- II. Finalize Steering Committee Members and Functions -(Lineback)
- III. Review/Revise DRAFT Cooperative Agreement -(Gelobter)
- IV. Make Decision on Hiring GIS Technician -(Gelobter)
- V. Review/Revise/Approve DRAFT General Project Plan including Project (Lineback, Albright, Marose)
- VI. Assign Subgroups and Protocols for Completing Project Plan
- VII. Next Meeting/Assignments

**I. Review of Actions and Assignments from 12/9/99 Meeting -(Lineback)**

Pat Lineback reported on his Sacramento meeting with Dorothy Albright and Robin Marose and development of a Project Plan. Aaron Gelobter and Pat also had met with Kern County Fire and Bakersfield BLM since neither had attended the 12/9/99 SSGIC meeting. He also reported on what he and Aaron had found out thru agency contract/agreement specialists as to what type of agreement is appropriate for this project, that is, a Cooperative Agreement rather than a MOU (Memorandum of Understanding). The reason a Cooperative Agreement is appropriate is that \$\$ or services will be exchanged between agencies and local or state agencies are involved. Pat also gave a short briefing on the framework of the Project Plan and its four functional areas that were to be discussed later in the meeting. Mike Tollefson, Superintendent at Sequoia and Kings Canyon National Parks, has been asked to put this group on the Sierra Federal Managers agenda so we can describe this project and garner support.

**II. Finalize Steering Committee Members and Functions -(Lineback)**

The Steering Committee will report to the Principle Investigators. They will develop and define tasks, assign work, write and approve the final Project Plan, and make expenditure recommendations to the Principal Investigators.

The following people have been assigned to the Steering Committee:

USFS:

1. R-5 Fire GIS Coordinator – Dorothy Albright
2. Sequoia N.F. GIS Coordinator – Lew Jump
3. Sequoia N.F. Fire Management Officer – Aaron Gelobter

NPS:

1. Sequoia and Kings Canyon National Parks GIS Coordinator – Pat Lineback
2. Sequoia and Kings Canyon National Parks Fire Planner – Jeff Manley

CDF:

1. CDF GIS Manager (FRAP) – Robin Marose
2. Tulare Ranger Unit Operations Chief – Bill Trowbridge
3. Tulare Ranger Unit Pre-Fire Engineer – David Drum

BLM: (#2 to be decided after Ed meets with Larry and Maria)

1. Bakersfield District Fire Management Officer – Ed Wehking
2. Bakersfield District GIS Coordinator – Larry Vredenburgh  
or Bakersfield District Computer Specialist - Maria Soto

KERN COUNTY:

1. Kern County Fire Chief – David Ward
2. Kern County Fire GIS Specialist – Vacant

### **III. Review/Revise DRAFT Cooperative Agreement -(Gelobter)**

The Coop Agreement was reviewed paragraph by paragraph. The NPS is the lead agency in the agreement so that other agencies are “cooperating” with the NPS. Budgeting and accounting will be thru the NPS.

This is not a state level agreement but a local one. However, Bill Trowbridge was concerned whether or not the local CDF Ranger Unit is authorized to go into this type of agreement with the NPS. The State Fire Protection 5-party Agreement is not appropriate for this project since this is more than “fire protection”, although Bill felt that things like this would normally be covered by that agreement. Aaron said that agreement doesn’t authorize transfer of money for non-fire. Bill pointed out that we may need the new agreement to be state level because the money has to go thru Sacramento. For reimbursements the State would bill the project (NPS) thru the State Office but Bill was more concerned about committing State funds (including the Fresno-Kings Ranger Unit) to the project. Bill also felt that the Coop agreement should be at the higher level if the Project Plan is authorized by and subordinate to the Coop Agreement. Bill will research this and find out if TUU can enter into this agreement or if it needs to go to the state level.

Under Article I. Background and Objectives of the DRAFT Coop agreement there will be three acts or laws inserted that allow us to make this type of agreement. The Project Objectives section will be edited for consistency with the Project Plan (The 8 items will be replaced with the 6 objectives from the Project Plan).

Under Article II. Statement of Work. Agency representatives agreed to insert the following:

Park agrees to: (1). Manage and disburse funds according to the Project Plan, (2). Be the GIS link to the various Watershed Councils, and (3). Assist with the facilitation of a workshop in 2 years.

Forest Service agrees to: (1). Host a federal employee at the Porterville headquarters, (2). Be the GIS link to the Sierra N.F. and the Tule River Indian Reservation, and (3). Assist with the facilitation of a workshop in 2 years.

CDF agrees to: (1). Be the GIS link to the Fresno-Kings Ranger Unit, Fresno County, and Tulare County and (2). assist with the facilitation of a workshop in two years.

BLM agrees to: (1). Be the GIS link to USF&WS, the California BLM Desert District, and the Kern Council of Governments.

Kern County Fire (not in attendance): (1). Would like them to agree to be the GIS link to Kern County.

All Agencies agree to: (1). Participate in the development of a Project Plan (2). Provide agency representatives for the Steering Committee. (3). Pursue or manage contracts as appropriate within agency guidelines. (4). Cooperate and contribute required services and best available data necessary to implement the Project Plan.

Article III. Terms of Agreement. The agreement will be reviewed every 5 years to be re-signed and renewed or terminated.

Article IV. Key Officials. To identify positions primarily, since people may change positions.

Article V. Awards, Payments/Invoices. Need to insert some language for non-federal agencies re: reimbursement situation, guarantee of services, invoice based system, local procedures in CDF budget language.

Article VI. Prior Approval. This will say something like “see the Project Plan” for guidance on things that require prior approval and “expenditure of funds requires prior approval by the signatory of the task order” (original proposal to the joint fire science program). It was decided that Pat Lineback would be the one to approve/disapprove expenditures and would use the detailed project plan as the guide. Pat wanted the detailed

project plan to spell out where and what funding will be spent on so approval decisions are simplified and streamlined.

Article VII. Reports and/or Deliverables. This is a reporting of how the Coop Agreement works.

Article X. General Provisions. There was some discussion about the possibility of needing to provide a general provision for amendment. For example, if we wanted to add the Sierra N.F. to the Cooperative, how could this be done? We may also need an element to address liability.

Article XII. Authorizing Signatures. Bill Trowbridge to find out who is supposed to sign for CDF.

Aaron will do a new draft of the Coop Agreement and send to Pat around Monday and Pat will get input from the NPS agreements person next week.

#### **IV. Make Decision on Hiring GIS Technician –(Gelobter)**

Aaron provided handouts of a table with comparison of types of appointments, grades, salaries, and total costs. He said that it takes a minimum of 8 weeks to go from the time a request for the position (SF-52) is submitted to the time we get a “cert” of qualified applicants to select from. With the approximate 3 month hiring process and the additional month it would take after hiring to get someone here, we’re looking at 4-5 months, possibly 6 months to get the position filled. The budgeted amount is \$25,000 for a partial year in year 2000 and \$45,000 for this position for the year 2001. There is an option to advertise this position for more than one appointment type. It was decided that we should plan on providing health insurance so the “temporary” appointment is not an option. A “term” appointment would be advertised and opened for 2 weeks, hopefully very soon. Aaron will take the lead on this. Aaron and Lew Jump will look at options for recruitment under the Interagency Personnel Act (IPA) and determine whether we can recruit an individual through this authority from another agency. There is also an option to do short-term temporary details to work on this project using project funds. Different phases of the project will require different skill levels or different skill sets may be needed at different times. There will be different contractors and technicians working on this project at different times. The GIS Term Technician position will be centrally located with the Porterville office as the duty station.

#### **V. Review/Revise/Approve DRAFT Project Plan (Lineback/Albright/Marose)**

Pat Lineback provided a handout with the initial cut and first level of detail for a Project Plan. When completed, the details of the project work and guidance will be found in this Plan – it will be the guiding document for implementation of this project. The Project Plan will include lists of requirements and tasks involved for accomplishing each of the statements of work (goals). Funding amounts will also be included in the Project Plan. Task groups were proposed for each of the statements of work. A question was asked on

how the task groups will relate to the contractor. The groups may develop the models or analysis needed and pass to the contractor. The level of detail has not yet been decided. We need to first validate what's in the DRAFT Project Plan, see if it's appropriate and determine what the tasks are.

The Contractor(s): We are looking at writing multiple contracts vs. one contractor; for example, data clearinghouse needs might require a specialized contractor and web development needs might require a different contractor with specialized skill sets. The work should be grouped into very specific project tasks so that contract work orders would not exceed \$25,000. The contracts be specific and well written with detailed specifications. Contractors will not be used until the Project Plan is completed.

## **VI. Assign Subgroups and Protocols for Completing Project Plan**

The steering committee is responsible for writing the Project Plan. They have tasked out 4 subgroups who will each write part of the plan (requirements and tasks for their statement of work) and these components will be integrated into the Project Plan. The four groups are as follows: 1) Project Management, 2) Data Development and Utilization, 3) Develop Analysis Methods and Procedures, and 4) Interagency Fuels Planning. Each task subgroup needs to look at their goals and statement of work and evaluate for accuracy and completeness. Then each subgroup will begin to develop more specific tasks needed to accomplish their programmatic goals including development of proposed budgets. It is important for each subgroup to network with the other subgroups. As an example, the Analysis Methods subgroup will need to network with the Data Development subgroup and identify essential data needs. The subgroups may present tradeoffs between different alternatives accomplishing each task. Dorothy will send out example Project Planning templates. The general expectations of task groups are in the handout "Task Group Responsibilities". The Project Plan Templates will be competed and brought to the next meeting. After the task groups meet and develop their products, the steering committee and 4 leads from the task subgroups will have a 2-day session to integrate and finalize the Project Plan. At that point, we will be able to begin obligating project funds. Obligation of project funds will be partially contingent on finalization and signature of the pending cooperative agreement.

Final Subgroups (Other participants can be assigned based on discretion of Subgroup lead):

### **1) Project Management**

Lead: Dorothy Albright    Participants: Marose, Gelobter, Soto, Riper, Lineback, Others?

### **2) Data Development and Utilization**

Lead: Pat Lineback    Participants: Wehking, Ward, Jump, GIS Fire Technician, Marose, Others?

3) Develop Analysis Methods and Procedures

Lead: Jeff Manley      Participants: Folger, Drum, Hosler, Keifer, Caprio, Fuels  
Staff?? Others?

4) Interagency Fuels Planning

Lead: Aaron Gelobter      Participants: FMO's, chiefs or designees (Kage,  
Trowbridge, Wehking, Ward), Others?

**VII. Next Meeting/Assignments**

Next Steering Committee Meeting: April 5<sup>th</sup> and 6<sup>th</sup> 10 am

Visalia CDF Training Room (Dave to reserve)

Meeting Managers: Pat, Dorthy, Robin